

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
TUBERCULOSIS CONTROL PROGRAM**

Vacancy Announcement

ASSISTANT PROGRAM SPECIALIST, PHN

Position information: Under the direction of the Program Specialist, the Assistant Program Specialist (APS), Public Health Nurse (PHN) focuses efforts on activities that help achieve TBCP goals within the framework of the Department of Public Health (DPH) and TBCP Strategic Plan, and performance improvement objectives determined in collaboration with the Service Planning Area (SPA) PH team, funding sources, and community partners. The APS, PHN will be headquartered at the TBC Program office and in the performance of his/her routine duties may travel to various PH center sites and participate in activities that aid in the identification and evaluation of homeless clients for active TB disease.

Minimum requirements:

- Current, active license to practice as a Registered Nurse issued by the California Board of Registered Nursing.
- On a current APS, PHN promotional list or currently on an APS, PHN item.

Desirable qualifications:

- 2yrs. PHN experience as a TB case manager.
- Excellent problem solving and analytical skills with strong organization and leadership skills
- Excellent written and verbal communication skills and experienced in conducting education and training presentations.
- Multi- tasker with the ability to establish priorities
- Computer proficiency in MS Word & familiarity with excel

Essential job functions:

- Provides education and/or consultation in nursing case management of active (TB), treatment of TB infection, and contact investigation (CI) monitoring and assurance activities, disposition of inter-jurisdictional transfers and bi-national referrals, case management and related issues, and submission of TRIMS H-290s.
- Provides expert consultation to Community Health Services (CHS) CI core team members on infectious or potentially infectious TB suspects/cases to ensure contact investigations are appropriately conducted and site/setting(s) of transmission are documented.
- Reviews and updates criteria/ information for the health officers weekly log before submission; participates in the TBCP CI/Outbreak response team meetings to review CI exposure sites/settings and update internal logs/clinical synopsis.
- Reviews medical records related to cluster investigations to determine the scope of the investigation needed and priorities for follow up, ensures follow up of issues discussed in the CI/OB meetings; ensures actions recommended by supervision are followed.
- Ensures nursing standards of practice and that timeliness, completeness, and adherence to State /CDC TB case reporting requirements are met.
- Provides assistance with program evaluation activities to facilitate progress on National TB Indicators (NTIP) objectives by suggesting areas for performance improvement amenable to nursing intervention.
- Provides education and training to providers, community organizations and groups regarding TB screening and prevention within LAC.
- Participates in activities related to homeless medical provider screenings and/or shelters as needed.
- Serves a liaison between the TB Program and Community Health Services for communicating guidelines policies and procedures to ensure accurate TB case & suspect reporting.
- Assists with the planning, developing, implementing, evaluating and revising of policies/procedures, directives, and manuals to conform to CDC/State requirements and accepted medical and nursing practice.

If you are interested in this position, please submit a resume with a cover letter, last 2 years Performance Evaluation, and time records for the last 2 years. **This position will be filled as qualified candidates are interviewed.**

Nichelle Simon, ITC
2615 S. Grand Ave., Room # 507
Los Angeles, CA 90007

Phone #: (213) 745-0812 or Confidential Fax#: (213) 743-4864

THIS IS NOT AN OFFICIAL EXAMINATION